



PLANNING COMMISSION AGENDA REPORT

VII. 3

MEETING DATE: MARCH 26, 2012

ITEM NUMBER:

SUBJECT: FUNDING FOR CODE ENFORCEMENT STAFFING
DATE: MARCH 15, 2012
FROM: CODE ENFORCEMENT/DEVELOPMENT SERVICES DIVISION
PRESENTATION BY: WILLA BOUWENS-KILLEEN, CHIEF OF CODE ENFORCEMENT
FOR FURTHER INFORMATION CONTACT: WILLA BOUWENS-KILLEEN, AICP (714) 754-5153
Willi.Bouwens-Killeen@costamesaca.gov

RECOMMENDATION:

Provide direction as to whether any of the additional Code Enforcement positions should be filled.

BACKGROUND:

At the Planning Commission meeting of March 12, 2012, Commissioner Fitzpatrick asked for a report regarding the cost for the additional Code Enforcement Officers discussed in my memo of March 1, 2012 to Planning Commission (memo attached).

ANALYSIS:

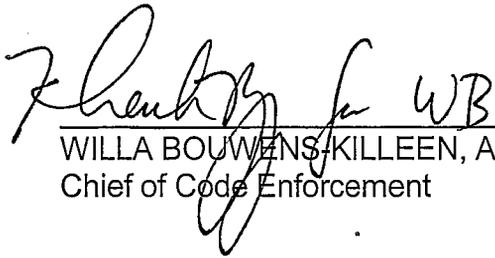
The recommended additional staff and their related yearly salary costs (including benefits, etc.) are as follows:

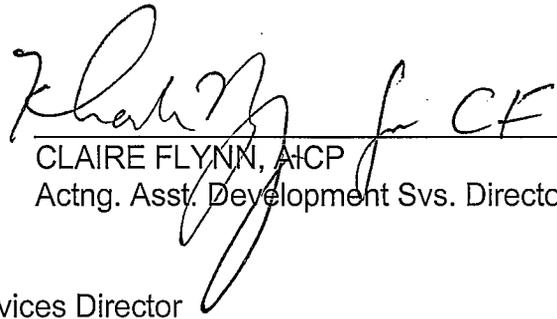
- One full time Chief of Code Enforcement -- \$85,437 to \$ 118,821.
- Two full time Code Enforcement Officers -- \$70,655 to \$94,686 each.

These three positions are currently unbudgeted. It is the Director's intention to fill the Chief's position through an open recruitment process and the actual cost will be lower than the range shown because of the new retirement tier that went into effect earlier this month. The Code Enforcement Officers recruitment, however, will be accomplished through an internal promotional process; thus, no new bodies will be added to the City workforce. The current duties and responsibilities of the promoted employees will be absorbed by other employees and/or consultants.

Commissioner Fitzpatrick also requested information regarding outsourcing for an additional part time Code Enforcement Officer to provide off hours enforcement related to mobile vendors, garage sales, noise complaints, seasonal nuisances, etc.

- Consultant cost for a part time Code Enforcement Officer -- \$50,000.


WILLA BOUWENS-KILLEEN, AICP
Chief of Code Enforcement


CLAIRE FLYNN, AICP
Actng. Asst. Development Svs. Director

Distribution: Interim Development Services Director
Acting Asst. Dev. Services Director
Deputy City Attorney
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Fire Protection Analyst
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City of Costa Mesa

Inter Office Memorandum

TO: Planning Commission

FROM: Willa Bouwens-Killeen, Chief of Code Enforcement 

DATE: March 1, 2012

SUBJECT: CODE ENFORCEMENT STAFFING

At the Planning Commission meeting of December 12, 2011, Commissioner Fitzpatrick asked for a report detailing how Code Enforcement could return to City-wide proactive enforcement.

Code Enforcement last enjoyed peak staffing in 2009; peak staffing versus current staffing is as follows:

2009	2012
Chief of Code Enforcement – 100%	Chief of Code Enforcement – 75%*
Five full time City-wide code enforcement officers	Two full time City-wide code enforcement officers
Two full time CDBG code enforcement officers	One full time CDBG code enforcement officer One part time CDBG officer
Two part time, City-wide code enforcement officers weekdays One part time, City-wide code enforcement officer Friday through Sunday	One part time, City-wide code enforcement officer weekdays One part time code enforcement officer Friday through Sunday
Total: Seven full time and three part time field officers	Total: Three full time and three part time field officers

* Remaining 25% of time spent as Zoning Administrator

In staff's opinion, the following staffing would be needed to allow full-time, proactive enforcement:

- One, full time Chief of Code Enforcement
- Four full time and three part time City-wide code enforcement officers with one of the part time officers working weekends
- Two full time CDBG code enforcement officers
- Total: Six full time and three part time field officers

Although this represents a reduction in the overall number of officers, it is felt that the new automation program will, after training and start up, allow the officers to work more efficiently.

Please be aware that even with a full staff and automation, we would be unable to conduct lot-by-lot enforcement on a regular basis. However, we would be able to return to proactive, City-

wide enforcement, versus the reactive enforcement currently provided throughout the City with one neighborhood selected twice a year for proactive enforcement.

Please let me know if you have any questions; I can be reached at either Willa.Bouwens-Killeen@costamesaca.gov or 714.754.5153

Distribution: Interim Development Services Director
Acting Asst. Dev. Services Director
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